



INGLESIDE PUBLIC LIBRARY
POLICY & PROCEDURE MANUAL
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INGLESIDE PUBLIC LIBRARY
POLICIES AND PROCEDURES
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INGLESIDE PUBLIC LIBRARY

MISSION STATEMENT

Adopted by the Ingleside Public Library Board of Trustees, September 30, 1988

Amended by the Ingleside Public Library Board of Trustees, May 27, 2003

Amended by the Ingleside Public Library Board of Trustees September 19, 2006

MISSION

The mission of the Ingleside Public Library is to assemble, preserve, administer and promote the use of library materials and services designed to meet the cultural, educational, informational and recreational needs and interest of the community.

ROLE

To accomplish its mission the library recognizes the need to perform periodic evaluations in order to maintain and develop materials and services within the framework of its budget. This will ensure that the needs and interests of the community are met.

GOALS

This section added by the Ingleside Public Library Board of Trustees September 19, 2006

- To develop and maintain an active, well-balanced collection of materials which reflect the needs and varied interests of the library's users and potential users within the community
- To strive to provide exemplary customer service in a friendly, timely and efficient manner equally to all citizens
- To stimulate the awareness and purpose of libraries to promote individual enlightenment, community enrichment and economic vitality throughout the city
- To enhance existing services and develop new and innovative programs and services by working with other city organizations and entities
- To inform, entertain, enrich and foster the self-learning process by providing access to its collections, services and facilities

INGLESIDE PUBLIC LIBRARY

AMERICANS WITH DISABILITIES ACT POLICY

*Adopted by the Ingleside Public Library Board of Trustees June 25, 1997
Amended by the Ingleside Public Library Board of Trustees September 19, 2006*

Policy with Regard to the Americans with Disabilities Act (ADA)

The library fully intends to comply with the spirit and letter of the law in regard to its services and treatment of all patrons with disabilities.

The library will make every effort to inform its personnel and volunteers of the law, the problems of the disabled and special services mandated by ADA.

The library will survey its facility for architectural barriers and make every effort to alleviate existing problems, to the extent that budget and other considerations allow. All defects will be addressed in any remodeling or alterations undertaken to the facility.

The library personnel are aware that auxiliary services may be required by disabled patrons. This may include but is not limited to assistance with:

- card catalog
- telecommunication devices for the deaf
- brailled materials
- large print materials
- special functions on computer terminals

The library personnel will also have a willing attitude to retrieve materials from shelves or relocate activities to accessible areas.

The Ingleside Public Library will fully investigate any complaints alleging a noncompliance with ADA.

INGLESIDE PUBLIC LIBRARY

COLLECTION DEVELOPMENT PLAN

Adopted by the Ingleside Public Library Board of Trustees on September 30, 1988

Revised by the Ingleside Public Library Board of Trustees on June 25, 1997

Reviewed and Edited by Texas State Library September 2003

Amended by the Ingleside Public Library Board of Trustees September 19, 2006

COLLECTION DEVELOPMENT PLAN

The practice of systematic discarding, evaluation and selection of library materials is essential for collection maintenance and development. The purpose of this collection development plan is to provide the framework for a unified system of weeding, evaluation and collection-building which the library director and personnel can use as a continuous process to develop and maintain an active, well-balanced collection of library materials.

The Library Director and personnel will consult, on a regular systematic basis, the following professional publications:

The CREW Manual, published by the Texas State Library is to be used in the weeding process. Output Measures for Public Libraries, published by the American Library Association will be used in the evaluation process.

The standardized procedures and information described in these and other appropriate professional publications will be used to provide a unified system for maintenance and development of the library collection.

InterLibrary Loan Policy

The Ingleside Public Library is an active participant in the state-wide Interlibrary Loan system through the Loan Star Libraries program, administered by the Texas State Library and Archives Commission. Ingleside Public Library encourages and is eager to provide materials from other libraries that are not available in our facility. The Ingleside Public Library will provide each patron with materials from other libraries up to 20 items per month per patron. For each item over 20 per month a reasonable fee will be established to cover the cost of postage.

INGLESIDE PUBLIC LIBRARY

Materials Selection Policy

*Adopted by the Ingleside Public Library Board of Trustees on June 25, 1997
Amended by the Ingleside Public Library Board of Trustees September 19, 2006*

PURPOSE OF POLICY

- To guide the librarian in the selection of materials
- To inform the public about the principles upon which selections are made

DEFINITION OF BOOK SELECTION

“Selection” refers to the decision to retain or add materials to the collection.

GOALS OF MATERIALS SELECTION

- To maintain a well-balanced, broad collection of materials for information, reference and research
- To support the democratic process by providing materials for the education and enlightenment of the community
- To provide recreational resources

RESPONSIBILITY FOR SELECTION

The ultimate responsibility for book selection rests with the library director who operates within the framework of policies determined by the Library Board of Trustees. The general public and library personnel may recommend materials for consideration.

GENERAL PRINCIPLES

Selection is based on the merits of a work in relation to the needs, interests and demands of the library community. This policy is based on the Library Bill of Rights (Appendix #1) as adopted by the American Library Association the Freedom to View Statement (Appendix # 4) and the Freedom to Read Statement (Appendix #2). This states in part “that in no case should any book be excluded because of race, nationality, political or religious views of the writer. There should be the fullest practicable provision of material presenting all points of view concerning the problems and issues of our times. Books or other materials of sound factual authority should not be excluded or removed from library shelves because of partisan or doctrinal disapproval.”

The library does not promote particular beliefs or views nor is the selection of any given material equivalent to endorsement of the viewpoint of the author expressed therein.

Responsibility for selection of children’s reading and viewing material rests with their parents or legal guardians. Selection should not be inhibited by the possibility that materials may inadvertently come into the possession of children.

The following principles will condition selection:

- Contemporary significance or permanent value

- Accuracy
- Authority of author
- Relation of work to existing collection
- Price, format and ease of use
- Scarcity of information in subject areas
- Availability of material elsewhere in the community which includes holdings of other libraries
- Popular demand

The library should make materials available for enlightenment and recreation even if not enduring in value, interest or accuracy. A representative sampling of experimental or short-lived material should be purchased.

Providing textbooks and curriculum materials is generally held to be the responsibility of the schools. Textbooks should be purchased for the collection when they supply information in areas in which they may be the best or the only source on the subject.

Purchase of non-book materials such as videos, DVDs, CDs, books-on-tape, etc. should be governed by the same principles and criteria applied to book purchases.

GIFTS

Selection of gifts should be governed by the same principles and criteria that are applied to purchased materials. No conditions may be imposed relating to any gift after its acceptance by the library.

Added by Ingleside Library Board of Trustees September 19, 2006

The Collection Development Policy should be reviewed and evaluated every three (3) years by the Library Board of Trustees.

REQUEST FOR RECONSIDERATION OF MATERIAL

This Section added by the Ingleside Public Library Board of Trustees June, 2006

1. The library recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval but solely on the basis of the principles set forth in this policy.
2. Library materials will not be marked or identified to show approval or disapproval of their contents, and no library materials will be sequestered, except to protect it from injury or theft.
3. Responsibility for reading and the use of the library by children rests with their parents or legal guardians. At no time will library staff act *in loco parentis*. Selection of library materials will not be inhibited by the possibility that they may come into the possession of children.
4. Patrons requesting that an item be withdrawn from the collection may complete a "Request for Reconsideration of Materials". (Appendix # 3) Once the form has been fully completed and returned to the library director, the inquiry will be placed on the agenda of the next regular meeting of the Library Board of Trustees. Their decision will be final.

INGLESIDE PUBLIC LIBRARY

Service Fees Policy

*Adopted by the Ingleside Public Library Board of Trustees on June 25, 1997
Amended by the Ingleside Public Library Board of Trustees September 19, 2006*

Free access to information in varied formats is essential to the public library mission. There are limits to what the library can provide with public funds. Any fees for library services shall be established at the discretion of the Ingleside Public Library Board of Trustees in accordance with the following principles and guidelines:

- Fees may be established when an enhanced service is provided as an alternative to an existing free service.
- Fees may be established when the service is not clearly within the mission of the library.
- Fees may be established when the service clearly benefits one user to the exclusion of others or prevents reuse of the information provided.
- Fees shall not be established solely on the basis of format or media.

Fees have been established for the following:

- Fax Service – Patrons will be charged for sending and receiving a fax only if the transmission involves a charge to the library.
- Copy Service – The library will charge patrons based on the size of pages to be copied.
- Interlibrary Loan Fees for individual borrowers in excess of 20 items per month will be assessed at \$2.00 per item.

INGLESIDE PUBLIC LIBRARY

Circulation of Materials Policy

Adopted by the Ingleside Public Library Board of Trustees on June 25, 1997
Amended by the Ingleside Public Library Board of Trustees on September 25, 2001
Amended by the Ingleside Public Library Board of Trustees September 19, 2006

The Ingleside Public Library issues library cards at no charge to any person showing proof of residency, and /or local Naval Station Ingleside military identification. Lost library cards will be replaced for a fee of \$2.00 per card.

Juvenile library cards will be issued to individuals 17 years of age and under, providing an adult (parent, guardian, spouse or grandparent) signs the application card for the juvenile and the adult meets requirements listed above for obtaining a library card. Juvenile patrons are not allowed to borrow audio or video library materials.

LOAN PERIODS

Most Books	2-Weeks
Videos & DVDs (fiction)	3-Days
Audio (fiction)	2-Weeks
Videos & DVDs (language)	2-Weeks
Audio (language)	2-Weeks
Most Interlibrary Loan Books	2-Weeks
Magazines	7-Days
Reference Materials	At discretion of the library director

OVERDUE MATERIALS

On the day after the due date, all materials will be considered overdue if they have not been renewed or returned. The following procedures will be implemented when notifying patrons that materials are overdue:

- Two weeks after the material becomes overdue a telephone call will be made to the patron.
- After 2 weeks have elapsed following the phone notification, a letter will be sent giving the patron 10 days to return materials and clear any outstanding fines.
- If the material (s) are not returned within 10 days of the letter notification, a complaint will be filed with the City of Ingleside Municipal Court.

THE LIBRARY IS NOT REQUIRED TO SEND NOTICES BUT DOES SO AS A COURTESY TO ITS PATRONS.

FINES

All overdue books, magazines and audios, both juvenile and adult, accrue a fine at the rate of \$0.05 per day per item (not to exceed ½ the original cost of the book and/or magazine). Video and DVD materials accrue a fine at the rate of \$1.00 per day per item not to exceed \$5.00 per item.

Patrons with outstanding fines will be asked to pay or make arrangements to pay all fines before being allowed to check out materials. Materials donated will not be used in lieu of fines owed.

A book drop near the entrance of the library is available for convenience in returning library materials.

LOST OR DAMAGED MATERIALS

Patrons are responsible and liable for:

- All materials checked out on their account, including materials checked out for other people
- Items not returned to the library after being notified by library personnel
- Damages which may occur to library materials

The library will charge a patron the cost to replace or repair the item plus a \$5.00 processing fee. The library will allow the patron to replace materials with an identical copy of the item that is lost or damaged.

RENEWING LIBRARY MATERIALS

Patrons may renew library materials by phone, email, or in person with the exception of:

- Items that have been reserved by another patron
- Reference materials that have been checked out on a limited basis

CONFIDENTIALITY OF CIRCULATION RECORDS

All circulation records identifying patrons' names are confidential. These records will not be made available to any agency of state, federal or local government except pursuant to process order or subpoena. The authorization can only be made on the authority of and pursuant to federal, state or local law relating to civil, criminal or administrative discovery procedures or legislative investigative power. The issuance or enforcement of any such process order or subpoena will be resisted until such time as a proper showing of good cause has been made in a court of competent jurisdiction.

See Confidentiality Statement (Appendix # 5)

INGLESIDE PUBLIC LIBRARY

Rules & Regulations for Conduct in the Ingleside Public Library

Adopted by the Ingleside Public Library Board of Trustees May 26, 1996

Amended by the Ingleside Public Library Board of Trustees September 19, 2006

The mission of the Ingleside Public Library is to assemble, preserve, administer and promote the use of library materials and services designed to meet the cultural, educational, informational and recreational needs and interests of its community.

The library shall provide an atmosphere conducive to appropriate use of its services and facility. Use of the library and library computers is intended for reading, studying, writing and listening to electronically transmitted materials. Other uses are not permitted. Patrons are required to comply with the rules and regulations.

The following actions are prohibited on library property:

- Selling and/or soliciting
- Distributing or posting printed materials/literature that have not been approved by the library

- Soliciting for money, items or services
- Soliciting for purposes of prostitution
- Possessing or consuming or being under the influence of alcohol or illegal drugs and smoking or other use of tobacco products.
- Consuming food or beverages in any type container or bringing in packaged or unpackaged food or beverages
- Sleeping or laying head on the tables
- Not wearing appropriate clothing and shoes or wearing clothes unbuttoned or unzipped
- Putting feet or legs on the furniture
- Bringing animals or pets into the library (except guide dogs for the blind or hearing impaired)
- Creating any loud, unreasonable and/or disturbing noises by persons, radios, tape players, TV's, cell phones, CD/Discman players, MP3 players or other hand held listening devices
- Intentionally damaging, destroying or stealing library's, patrons' or employees' property
- Taking library materials into the restrooms
- Removing library materials from the premises without authorization through established lending procedures
- Adults using the children's area with the exception of the child's parent(s), guardian(s) or care provider(s)
- Leaving a child under ten years of age unattended by a parent or responsible caregiver
- Leaving any patron in the library after closing time
- Misusing of rest rooms including changing clothes, bathing, destruction or defacing of property
- Bringing bedrolls, blankets, frame back-packs or suitcases (a maximum of two (2) bags will be allowed per person).
- Carrying weapons of any type
- Engaging in disorderly conduct, fighting, challenging to fight or using offensive words likely to provoke violence
- Exhibiting indecent exposure
- Using obscene or abusive acts and/or language
- Performing or contributing to illegal acts or conduct in violation of federal, state or local law, ordinance or regulation

Failure to comply with the library's established rules and regulations may result in exclusion from the library. Noncompliance may also result in arrest.

Theft of library materials is a serious offense and will result in permanent exclusion from the library and/or arrest.

Communication of threats, physical violence or sexual offenses will result in permanent exclusion.

Trespassers will be arrested and prosecuted.

INGLESIDE PUBLIC LIBRARY

Public Access Computer Policy

*Adopted by the Ingleside Public Library Board of Trustees on June 25, 1997
Amended by the Ingleside Public Library Board of Trustees on November 27, 2001
Amended by the Ingleside Public Library Board of Trustees September 19, 2006*

POLICY

The Ingleside Public Library provides computers for use by the general public.

RULES

- If all computers are being used, the patron's name will be taken and will be allowed to use the next available computer.
- Patrons using the computers will not have a time limit assigned but agree, as a condition of use, that if anyone else is waiting, they will make the computer available within 15 minutes of being informed by library personnel.
- Occasionally, the computers may be down for reasons beyond the library's control. Library personnel have the right to cancel or interrupt use of the computer at any time.
- Users may bring their own media to save file information. Disks may be purchased at the library. The library is not responsible for damage to a patron's media.
- Most programs include self-explanatory directions. While library personnel are available for guidance, they cannot provide in-depth instruction. The library staff encourages you to take advantage of the computer training classes offered free of charge at the library.
- The library has the right to restrict usage by individuals who do not abide by the specific regulations governing the computers.
- A security program has been installed on each public access computer to protect the equipment from viruses and accidental deletion of files/programs. Federal law forbids duplication of copyrighted software; therefore, the security program will not allow the public to copy program information.
- Copyright violations are prohibited.

INGLESIDE PUBLIC LIBRARY

INTERNET SAFETY/USE POLICY

Adopted by the Ingleside Public Library Board of Trustees on October 28, 1997

Amended by the Ingleside Public Library Board of Trustees November 27, 2001

Amended by the Ingleside Public Library Board of Trustees September 19, 2006

ACCESS TO INTERNET RESOURCES

The mission of the Ingleside Public Library is to assemble, preserve, administer and promote the use of library materials and services designed to meet the cultural, educational, informational and recreational needs and interests of the community.

The Internet, as a resource, enables the library to provide information beyond the confines of its own collection. It allows access to ideas, facts and commentary on current global events. While it offers access to a wealth of materials that are personally, professionally and culturally enriching, it also enables access to some materials that may be offensive, disturbing and/or illegal.

The library cannot control nor be held responsible for Internet resources and content. The availability of information does not constitute endorsement by the Ingleside Public Library.

All Internet resources accessible through the library are provided equally to all patrons. Each patron should understand that it is his/her responsibility to demonstrate judgment, respect for others, and appropriate conduct while using the library's resources and facilities.

In introducing the Internet as a resource, the library's goal is to enhance its existing collection.

The library uses blocking software or a filter that is intended to protect against access to Internet material considered child pornography or harmful to minors. The filter is imperfect and technologically limited, so it may block access to some constitutionally protected material on the Internet. No filtering system is completely effective or efficient. The filter may fail to block this material. Users are warned that objectionable and/or illegal materials may still be accessible through the filtering software. Disabling the technology protection measure for adult users 18 years of age or older for the purpose of bona fide research is acceptable. The determination of "bona fide research" is the responsibility of the Library Director.

LIBRARY ACCESS AND USE

Patrons, including minors, are warned that other individuals may obtain unauthorized access to personal information and/or may misrepresent themselves. Users, including minors, are advised not to share personal information to unknown or otherwise unverified sources via electronic communication.

The library's computers shall not be used by ANY patron to access inappropriate or illegal material that includes, but is not limited to, material of an obscene nature or child pornography. In addition, minors are prohibited from accessing material considered to be "harmful to minors". (Illegal materials include, but are not limited to, obscenity and child pornography as defined in the U.S. Code Title 18 and State Penal Code Chapters 42 and 43.)

The library upholds and affirms the right of each individual to have access to constitutionally protected materials. The library also affirms the right and responsibility of parents to determine and monitor their children's use of library materials and resources. Use of Internet resources carries with it a responsibility to evaluate the quality of information accessed. Access, use or dissemination of information via the Internet in the library is the responsibility of the user. In the case of minors, it is a joint responsibility of the user and the parent or guardian. The public library **DOES NOT** serve in *loco parentis* (in place of a parent). Library personnel cannot supervise children as they explore the Internet. This responsibility rests with the parent or guardian.

LIBRARY PATRONS USE THE INTERNET AT THEIR OWN RISK.

The library will provide Internet stations in one or more areas of the library. Computers located in the children's section of the library are reserved for children unless otherwise determined by the library personnel.

Patrons are urged to respect the sensibilities of others when accessing information that may be deemed reasonably offensive. Absolute privacy for patrons using electronic resources in the library is not guaranteed.

Patrons are cautioned that the Internet is not a secure environment. Personal information included in transactions, files and communication may be subject to unauthorized access by third parties.

CONDITIONS AND TERMS OF USE IN THE LIBRARY

In an effort to ensure that the use of this medium is consistent with the Ingleside Public Library Mission Statement, the following regulations shall apply:

- Designated Internet station(s) will be located where they can be monitored by personnel for assistance and security.
- Patrons shall respect copyright laws and licensing agreements.
- Patrons shall not make any attempt to misuse the computer.
Misuse includes, but is not limited to:
 - Using the computer for illegal activities
 - Hacking into the library computer system or any other computer system
 - Damaging or attempting to damage computer equipment or software
 - Interfering with systems operations, integrity or security
 - Gaining unauthorized access to another person's files
 - Sending harassing messages to other computer users
 - Altering or attempting to alter any library computer settings
 - Violating copyright laws and software licensing agreements

MISUSE OF THE COMPUTER SHALL RESULT IN THE LOSS OF COMPUTER PRIVILEGES, POTENTIAL LOSS OF LIBRARY PRIVILEGES AND POSSIBLE PROSECUTION. REPARATIONS FOR DAMAGES RESULTING FROM MISUSE ARE THE RESPONSIBILITY OF THE USER, OR IN THE CASE OF MINORS, THE PARENT OR GUARDIAN.

Library personnel cannot control the availability of links which often change rapidly and are unpredictable. Not all sources on the Internet provide accurate, complete or current information. Responsible information consumers question the validity of information.

Patrons who use the Internet must sign a policy statement. Patrons less than 18 years of age will be required to have a parent or legal guardian sign a policy statement granting access for their child to use the Internet. While the library makes every effort to ensure that the use of the Internet is consistent with the mission statement, parents are encouraged to work closely with their children in selecting material consistent with personal and family values. Helpful books are available in dealing with Internet safety.

The library has established procedures that will make Internet stations available on first come first served basis.

Internet use shall be managed in a manner consistent with the policy that has been adopted by the Ingleside Public Library Board of Trustees and is posted in the library.

INTERNET USE AGREEMENT

Adopted by the Ingleside Public Library Board of Trustees October 28, 1997
Amended by the Ingleside Public Library Board of Trustees November 27, 2001
Amended by the Ingleside Library Board of Trustees September 19, 2006

I understand that by signing, I agree to the following:

- I shall have a current Ingleside Public Library Card.
- I shall sign in on the Internet log in sheet.
- I understand the Internet access computers are normally available, subject to periodic maintenance, during the normal operating hours of the library on a first come first served basis.
- I understand that I will not have a time limit assigned but agree, as a condition of use, I will make the computer available within 15 minutes of being notified by library personnel.
- I understand that the library's Internet access computers are **NOT** to be used for entertainment involving any other person. This includes, but is not limited to, online gambling, interactive games and chat rooms.
- I understand that I will not save files to the computer, but only save to media that has been checked by library personnel.
- I understand the library uses blocking software that is intended to protect against access to Internet material considered child pornography or harmful to minors. The filter is imperfect and technologically limited, so it may block access to some constitutionally protected material on the Internet.

WARNING: Although the library uses a virus-checker on the Internet Access computer, this will not completely protect you from the chance of getting a virus. Software downloaded from the Internet may contain viruses. The Ingleside Public Library is not responsible for damage to a patron's computer equipment or media.

- I understand that printing will be done by library personnel for a fee set forth by the library director.

There are many reasons that I cannot access certain sites. Among these are:

- There are too many Internet visitors and the host computer has closed or limited access.
- The database or resource is licensed to a particular institution that requires affiliation to gain access.
- The host computer has changed its address or has closed down.
- The library's Internet connection may be periodically and temporarily inoperable due to technical difficulties.
- The library's filtering software will not allow access to or has blocked certain sites.

I understand that misuse of the Internet access computers shall result in the loss of my computer privileges.

Parents of juvenile patrons will be notified of second and third offenses.

- **First offense:** Loss of computer and Internet privileges for one (1) week
- **Second offense:** Loss of computer and Internet privileges for one (1) month
- **Third offense:** Permanent loss of computer and Internet privileges

The undersigned acknowledges that he/she has read, understands and accepts the Public Access Computer Policy, the Internet Safety/Use Agreement and the Internet Safety Policy. Parents, by signing below, you agree to allow your child to access the Internet in the library. You also agree to all terms and conditions stated above and that you are fully responsible for your child and all information that your child accesses via the Internet.

ADULT PATRON

Signature

Date: _____

JUVENILE PATRON

Juvenile Patron Signature

Date: _____

Parent or Legal Guardian's Signature

Ingleside Public Library

Patron Typewriter Guidelines

*Adopted by the Ingleside Public Library Board of Trustees on June 25, 1997
Amended by the Ingleside Public Library Board of Trustees September 19, 2006*

GUIDELINES

If the typewriter is not available, your name will be added to a waiting list. It is the patron's responsibility to be in the area when the typewriter becomes available.

Only one (1) person may use the typewriter at a time.

The typewriter may be unavailable for reasons beyond our control.

Correction ribbons and a small amount of plain white paper will be available, but the patron is expected to provide any other necessary supplies such as envelopes, etc.

The library has the right to restrict usage of individuals who will not abide by the general regulations of the library or the specific guidelines governing the use of the typewriter.

INGLESIDE PUBLIC LIBRARY

MEETING ROOM USE POLICY

*Adopted by the Ingleside Public Library Board of Trustees October 29, 1996
Amended by the Ingleside Public Library Board of Trustees September 19, 2006*

The meeting room is provided as a community service to clubs, groups and other nonprofit organizations. Library sponsored meetings have priority for room use.

A group representative must submit an application to library personnel for permission to use the library meeting room. A youth group (junior high, middle school or below) must be sponsored by an adult.

All reservations must be made at least two working days in advance of the scheduled meeting.

All meetings must be free and open to library personnel. Private or commercial functions or receptions are not permitted. No dues, fees, donations or solicitations of any kind are permitted. Fund raising activities by nonprofit organizations are permitted, provided they **DO NOT** involve the sale of meals of any type.

Religious and partisan political promotions and functions are prohibited.

Group members are responsible for following the meeting room rules. Groups must avoid disturbing library patrons. The director may refuse application if the group's intended use will disrupt normal library operations or if use attracts attendees in excess of room capacity. Seating capacity is limited to 48 individuals. The library reserves the right to cancel reservations with one weeks notice when necessary. Another group may use the meeting room (following above procedures) if the scheduled group fails to arrive within 10 minutes of the scheduled time.

With the exception of the Adult Literacy Program, no group may book a room more than twice a month unless approved by senior library personnel. Light refreshments (coffee, soft-drinks, cake, cookies, etc.) may be served in the meeting room. Full meals (luncheons, dinners, etc.) will not be permitted. The use, sale or consumption of alcoholic beverages and tobacco are prohibited. The library is unable to provide serving equipment or supplies. Any furniture rearrangement is the responsibility of the group reserving the room. All furnishings must be returned to their original position. The library will not be held responsible for any items left in the meeting room. Library facilities, including kitchen equipment, shall be left in a clean and orderly condition. A \$25.00 cleaning fee will be charged to the organization if maintenance is required. The building shall be left safe and secure (doors locked, alarm set, electrical appliances unplugged).

All publicity concerning the group's program must be reviewed by the library director before distribution and should include sponsorship, contact name and phone number. Permission to utilize facilities does not constitute an endorsement of the organization or its activities by library personnel, Library Board of Trustees or the City of Ingleside, Texas.

Failure to comply with provisions expressed in this policy will result in immediate eviction and may result in temporary or permanent suspension of meeting room privileges.

INGLESIDE PUBLIC LIBRARY

APPLICATION FOR USE OF MEETING ROOM

Adopted October 29, 1996

Amended by the Ingleside Public Library Board of Trustees September 19, 2006

Organization:_____ Application Date:_____

Presiding Officer:_____

Phone Office_____ Home:_____

Contact Person:_____

Mailing Address:_____

City:_____ State:_____ Zip:_____

Phone: Office _____ Home:_____

Purpose of Meeting:

Dates of Meeting_____

Expected Attendance:_____

Refreshments? Yes _____ No _____ (Alcohol and tobacco and their use are prohibited on premises)

By signing below I agree to the following:

- I agree to this policy and will inform our members of the rules for meeting room use.
- I accept responsibility for leaving the room in good order.
- I accept responsibility for damages that may occur to the facility or equipment resulting from our use and agree to pay the cost of repair or replacement.

THE INGLESIDE PUBLIC LIBRARY WILL NOT BE RESPONSIBLE FOR DAMAGE OR LOSS OF MATERIALS USED OR LEFT
IN THE BUILDING.

Date

Representative

Library Director or Assistant Librarian

Date Approved

APPENDIX # 1

Library Bill of Rights

Ingleside Public Library

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948, by the ALA Council; amended February 2, 1961; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

Endorsed Ingleside Library Board of Trustees:

Library Board President

Date

APPENDIX # 2

Ingleside Public Library

The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe,

free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

A Joint Statement by:

American Library Association
Association of American Publishers

Subsequently endorsed by:

American Booksellers Foundation for Free Expression
The Association of American University Presses, Inc.
The Children's Book Council
Freedom to Read Foundation
National Association of College Stores
National Coalition Against Censorship
National Council of Teachers of English
The Thomas Jefferson Center for the Protection of Free Expression

Endorsed by Ingleside Library Board of Trustees

Library Board President

Date

APPENDIX #3

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS FORM

Ingleside Public Library

Title _____

Author _____

Publisher (if known) _____

_____ Book _____ Journal _____ Other (please specify) _____

Request initiated by: _____

Address _____

City _____ State _____ Zip _____

Telephone # _____

Complainant represents _____ Him/Herself _____ Organization or group (please identify)

1. To what in the material do you object? (Please be specific; cite pages, scenes, quotations, etc.)

2. What do you believe might be the result of exposure to this material?

3. For what age group would you recommend this material?

4. Did you read/view/listen to the entire material? _____ What parts?

5. What portions of the material are worthwhile?

6. What do you believe is the theme or message of this material?

7. What material would you recommend to take its place that is of equal quality and conveys as valuable a picture and perspective of our civilization?

8. What other materials have you recently read or used on the same subject?

Signature of complainant Date _____

Signature of staff member accepting request Date _____

Request will be reviewed according to the collection development review procedures.

APPENDIX # 4

Freedom to View Statement

Ingleside Public Library

The **FREEDOM TO VIEW**, along with the freedom to speak, to hear, and to read, is protected by the **First Amendment to the Constitution of the United States**. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed January 10, 1990, by the ALA Council

Endorsed by Ingleside Library Board of Trustees

Library Board President

Date

Appendix # 5

Ingleside Public Library

ALA Policy 52.4 Confidentiality of Library Records

The ethical responsibilities of librarians, as well as statutes in most states and the District of Columbia, protect the privacy of library users. Confidentiality extends to "information sought or received, and materials consulted, borrowed, acquired," and includes database search records, interlibrary loan records, and other personally identifiable uses of library materials, facilities, or services.

The American Library Association recognizes that law enforcement agencies and officers may occasionally believe that library records contain information which may be helpful to the investigation of criminal activity. If there is a reasonable basis to believe such records are necessary to the progress of an investigation or prosecution, the American judicial system provides mechanism for seeking release of such confidential records: the issuance of a court order, following a showing of good cause based on specific facts, by a court of competent jurisdiction.

The American Library Association strongly recommends that the responsible officers in each library, cooperative system, and consortium in the United States:

1. Formally adopt a policy which specifically recognizes its circulation records and other records identifying the names of library users with specific materials to be confidential.
2. Advise all librarians and library employees that such records shall not be made available to any agency of state, federal, or local government except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigatory power.
3. Resist the issuance or enforcement of such process, order, or subpoena until such time as a proper showing of good cause has been made in a court of competent jurisdiction.

(Revised July 1999)

Endorsed by Ingleside Library Board of Trustees

Library Board President

Date